



BIDDING DOCUMENT

TENDER NO. ZICA/DMCS/TD/0001/2022

TENDER FOR THE PROVISION OF GRAPHIC DESIGN AND EDITORIAL SERVICES ON A ONE (1) YEAR FRAMEWORK AGREEMENT

Financing Agent: *Zambia Institute of Chartered Accountants (ZICA)*

**ZICA
Accountants Park
2374/A Thabo Mbeki Road
P.O Box 32005,
Lusaka
Zambia
Tel: +260-211-374551-9
Email : lkaira@zica.co.zm**

Bidding Data Sheet

A. General	
1.1	<p>The Employer is <i>Zambia Institute of Chartered Accountants (ZICA)</i></p> <p>The name and identification number of the Contract is <i>Provision of Graphic Design and Layout services on a one (1) year framework agreement:</i></p> <p><i>Tender Number ZICA/DMCS/TD/0001/2022</i></p>
1.2	The intended completion date is <i>Twelve (12) months</i>
2.1	<p>The Procuring Entity is ZICA</p> <p>The Project is Provision of Graphic Design and Layout services on a one (1) year framework agreement</p>
5.3	<p>The Qualification Information and Bidding forms to be submitted are as follows:</p> <p>PRELIMINARY EVALUATION</p> <ol style="list-style-type: none"> 1. Certificate of Incorporation 2. Valid 2022 Tax Clearance Certificate from ZRA; 3. Valid 2022 NAPSA Compliance Certificate 4. Power of Attorney from the Management/Board of Directors or Company Secretary. 5. Signed Bid Submission Form by representative in accordance with Sample Form in SBD 6. Signed Bid Securing Declaration form for five (5No.) years as per sample provided 7. Signed Bid Validity Form for 90 Days <p>TECHNICAL EVALUATION</p> <ol style="list-style-type: none"> 1. General experience – The Company must have at least five (5) years’ experience in providing design and layout services. The Bidder should provide proof (i.e copy of contract (s) or Purchase Order(s)). 2. Specific experience – The Company must demonstrate specific experience in providing copies of design and layout services provided. Bidder to submit list of similar contracts undertaken in the last five years,

	<p>indicating the name of the institution, dates for the assignment, value of the assignment and the contact person;</p> <p>3. Reference letters from at least three (3) firms to confirm reliability in providing design and layout services.</p> <p>COMMERCIAL EVALUATION</p> <p>1. Value-Added Tax (VAT) is to be quoted separately (if applicable);</p> <p>2. Payments shall be upon receipt of certified invoices payable not later than 30 days after submission of the certified invoices.</p> <p>3. The Bid proposal must be quoted in Zambian Kwacha</p>
5.4	The information needed for Bids submitted by joint ventures is as follows: <i>N/A</i>
5.5	The qualification criteria in Sub-Clause 4.4 are modified as follows: <i>N/A</i>
5.5(a)	The minimum required annual volume of Services for the successful Bidders in any of the last three (3) years shall be: One Million Kwacha (1 000 000)
5.5(b)	<p>The experience required to be demonstrated by the Bidder should include as a minimum at least five years' experience in provision of design and editorial services to at least three (3) institutions two of which should be similar in magnitude to ZICA.</p> <p>Bidders should provide client references i.e, name of client, contact person and volume of services performed in the past five years.</p>
5.5(c)	The essential equipment to be made available for the Contract by the successful Bidder shall be <i>refer to the activity schedule..</i>
5.5(e)	The minimum amount of liquid assets and/or credit facilities net of other contractual commitments of the successful Bidder shall be <i>N/A</i>
5.5	Subcontractors' experience <i>N/A</i> be taken into account.
B. Bidding Data	
9.2 and 19.1	<p>The number of copies of the Bid to be completed and returned shall be: Through email to :</p> <p>procurement@zica.co.zm</p>
C. Preparation of Bids	

13.1	The additional materials required to be completed and submitted are: N/A
14.4	The Contract <i>shall not be</i> subject to price adjustment in accordance with Clause 6.6 of the Conditions of Contract.
15.1	Local inputs shall be quoted in <i>Zambia Kwacha</i> .
16.1	The period of Bid validity shall be 90 days after the deadline for Bid submission specified in the BDS.
17.1	The Bidder shall provide: <i>Bid Securing Declaration for five years.</i>
17.2	The amount of Bid Security shall be N/A or an equivalent amount in a freely-convertible currency.
18.1	Alternative bids N/A permitted.
18.2	Alternative times for completion are not permitted. If permitted, the range of acceptable completion time is: <i>As per individual assignment.</i> If alternative times for completion are permitted, the evaluation method will be as follows: N/A .
18.4	Alternative technical solutions shall be permitted for the following parts of the Services: N/A . If alternative technical solutions are permitted, the evaluation method will be as follows: N/A .
D. Submission of Bids	
20.2	Bids must be submitted online through email to : procurement@zica.co.zm Bidders must clearly indicate the subject line as: <i>Provision of Graphic Design and Layout services on a one (1) year framework agreement: Tender Number ZICA/DMCS/TD/0001/2022</i> The deadline for the submission of bids is: Date: Friday, 25th March 2022 Time: 10:00 hours a.m.
21.1	The pre-bid meeting shall not be held.
E. Bid Opening and Evaluation	
24.1	Bids shall be opened on online on the date of tender closing.

29.1	<p>All bidders shall Quote in Zambian Kwacha. Bids quoted in foreign currency shall not be accepted.</p> <p>Currency chosen for the purpose of converting to a common currency N/A.</p> <p>Source of exchange rate: N/A</p> <p>Exchange rate date. N/A.</p>
<p>F. Award of Contract</p>	
35.0	<p>The Performance Security acceptable to the Employer shall be the in the Standard Form of N/A.</p>
36.1	<p>The Advance Payment shall be of TBA percent of the Contract Price.</p>
37.1	<p>The Adjudicator proposed by the Employer is TBA. The hourly fee for this proposed Adjudicator shall be TBA. The biographical data of the proposed Adjudicator is as follows: TBA.</p>

Activity Schedule

No.	Description	Frequency
	ANNUAL REPORTS	
1.	Annual Report Design and Layout 40 - 60 pages	Annually
2.	Business Reports Design and Layout 20 - 40 pages	Annually
	BROCHURES	
3.	Brochures/Flyers (Tri-Folds, Bi-Folds)	Quarterly
4.	Booklets 10 – 20 pages	Quarterly
5.	Papers/Reports 5 – 10 pages	On Demand
6.	Instruction Manuals 5- 10 pages	On Demand
	MAGAZINES	
7.	Student Magazines Design 40 – 60 Pages	Quarterly
8.	Accountant Journal Magazines Design 40 – 60 Pages	Quarterly
9.	Graduation Booklet 20 – 50 Pages	Annually
	CALENDARS	
10.	Wall Calendar 2- 5 pages	Annually
11.	Desk Calendar	Annually
	MARKETING COLLATERAL	
12.	Pop Up/Roll up Banners	On Demand
13.	Event Banners/ Light Boxes	On Demand
	EDITORIAL SERVICES	
14.	Provide Editorial services	Quarterly
15.	Design of Social Media artwork	Monthly

Price and Completion Schedule - Related Services

Currencies in accordance with ITB Sub-Clause 15			Date: _____ Tender No: _____ Page N° _____ of _____		
2	3	4	5	6	7
Description of Services (excludes inland transportation and other services required in Zambia to convey the goods to their final destination)	Country of Origin N/A	Delivery Date at place of Final destination N/A	Quantity and physical unit N/A	Unit Rate	Total Price per Service (Col. 5*6 or estimate)
<i>[insert name of Services]</i>	<i>[insert country of origin of the Services]</i>	<i>[insert delivery date at place of final destination per Service]</i>	<i>[insert number of units to be supplied and name of the physical unit]</i>	<i>[insert unit rate]</i>	<i>[insert total price per item]</i>
Annual Reports		Accountants Park			
Brochures		Accountants Park			
Magazines		Accountants Park			
Calendars		Accountants Park			
Marketing Collateral		Accountants Park			
Editorial Services		Accountants Park			

Special Conditions of Contract

Number of GC Clause	Amendments of, and Supplements to, Clauses in the General Conditions of Contract
1.1	The name of Procuring Entity: Zambia Institute of Chartered Accountants (ZICA)
1.1(a)	The Adjudicator is ZICA
1.1(e)	The contract name is <i>Provision of Graphic Design and Layout services on a one (1) year framework agreement</i>
1.1(h)	The Employer is: ZICA
1.1(m)	The Member in Charge is TBA
1.1(p)	The Service Providers are: TBA
1.4	The addresses are: Accountants Park 2374/A Thabo Mbeki Road P.O Box 32005, Lusaka Zambia Tel: +260-211-374551-9 Service Providers: TBA
1.6	The Authorized Representatives are: For the Employer: _____ For the Service Provider: _____
2.1	The date on which this Contract shall come into effect is <i>after contract signing</i>
2.2.2	The Starting Date for the commencement of Services is <i>after contract sign off</i> .
2.3	The Intended Completion Date is <i>twelve (12) months after contract signing</i> .
3.2.3	Activities prohibited after termination of this Contract are: TBA
3.4	The risks and coverage by insurance shall be:TBA (i) Third Party motor vehicle N/A

Number of GC Clause	Amendments of, and Supplements to, Clauses in the General Conditions of Contract
	(ii) Third Party liability <u>TBA</u> (iii) Employer's liability and workers' compensation <u>TBA</u> (iv) Professional liability <u>TBA</u> (v) Loss or damage to equipment and property <u>N/A</u>
3.5(d)	The other actions are <u>TBA</u>
3.7	Restrictions on the use of documents prepared by the Service Provider are: TBA
3.8.1	The liquidated damages rate is <i>N/A</i> per day The maximum amount of liquidated damages for the whole contract is <i>N/A</i> percent of the final Contract Price.
3.8.3	The percentage 5% to be used for the calculation of Lack of performance Penalty(ies) is 10%.
5.1	The assistance and exemptions provided to the Service Provider are: N/A
6.2(a)	The amount in local currency is <i>TBA</i>
6.2(b)	The amount in foreign currency or currencies is <i>N/A</i>
6.3.2	The performance incentive paid to the Service Provider shall be: TBA
6.4	Payments shall be made according to the following schedule: <ul style="list-style-type: none"> • Advance for Mobilization, Materials and Supplies: TBA of the Contract Price shall be paid on the commencement date against the submission of a bank guarantee for the same. • Monthly payments in accordance with the milestones established as follows, subject to certification by the Employer, that the Services have been rendered satisfactorily, pursuant to the performance indicators: Should the certification not be provided, or refused in writing by the employer within one month of the date of the milestone, or of the date of receipt of the corresponding invoice, the certification will be deemed to have been provided, and the progress payment will be released at such date. • The bank guarantee for the advance payment shall be released when the advance payment has been fully amortized.

Number of GC Clause	Amendments of, and Supplements to, Clauses in the General Conditions of Contract
6.5	Payment shall be made within 30 days of receipt of the invoice and the relevant documents specified in Sub-Clause 6.4, and within 30 days in the case of the final payment.
6.6.1	Price adjustment is <i>N/A</i> in accordance with Sub-Clause 6.6. The coefficients for adjustment of prices are <i>N/A</i> :
7.1	The principle and modalities of inspection of the Services by the Employer are as follows: <i>TBA after contract signing</i> The Defects Liability Period is <i>N/A</i> .
8.2.3	The Adjudicator is <i>TBA</i> . Who will be paid a rate of <i>TBA</i> per hour of work. The following reimbursable expenses are recognized: <i>TBA</i>
8.2.4	The arbitration procedures of <i>TBA</i> will be used
8.2.5	The designated Appointing Authority for a new Adjudicator is <i>TBA after contract signing</i>

Service Provider's Bid

[date]

To: [name and address of Employer]

Having examined the bidding documents including addenda No, we offer to execute the [name and identification number of Contract] in accordance with the Conditions of Contract, specifications, drawings and activity schedule accompanying this Bid for the Contract Price of [amount in numbers], [amount in words] [names of currencies].

The Contract shall be paid in the following currencies:

Currency	Amount payable in currency	Inputs for which foreign currency is required
(a)		
(b)		

We accept the appointment of [name proposed in the Bidding Data Sheet] as the Adjudicator.

[or]

We do not accept the appointment of [name proposed in the Bidding Data Sheet] as the Adjudicator, and propose instead that [name] be appointed as Adjudicator, whose daily fees and biographical data are attached.

This Bid and your written acceptance of it shall constitute a binding Contract between us. We understand that you are not bound to accept the lowest or any Bid you receive.

We hereby confirm that this Bid complies with the Bid validity and Bid Security required by the bidding documents and specified in the Bidding Data Sheet.

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

Name and address of agent	Amount and Currency	Purpose of Commission or gratuity
_____	_____	_____
_____	_____	_____
_____	_____	_____
(if none, state "none")		

Authorized Signature: _____
 Name and Title of Signatory: _____
 Name of Bidder: _____
 Address: _____

Bid-Securing Declaration

[The Bidder shall fill in this Form in accordance with the instructions indicated.]

Date: _____
 Bid No.: _____
 Alternative No.: _____

To: _____

We, the undersigned, declare that:

We understand that, according to your conditions, bids must be supported by a Bid-Securing Declaration.

We accept that we will automatically be suspended from being eligible for bidding in any contract with the Procuring Entity for the period of time of _____ starting on _____, if we are in breach of our obligation(s) under the bid conditions, because we:

- (a) have withdrawn our Bid during the period of bid validity specified in the Form of Bid; or
- (b) having been notified of the acceptance of our Bid by the Procuring Entity during the period of bid validity, (i) fail or refuse to execute the Contract; or (ii) fail or refuse to furnish the Performance Security, if required, in accordance with the ITB.

We understand this Bid Securing Declaration shall expire if we are not the successful Bidder, upon the earlier of (i) our receipt of your notification to us of the name of the successful Bidder; or (ii) twenty-eight days after the expiration of our Bid.

Signed: _____

In the capacity of: _____

Name: _____

Duly authorized to sign the bid for and on behalf of: _____

Dated on _____ day of _____, _____
 Corporate Seal (where appropriate)

Performance Specifications

No.	Description	Frequency
	ANNUAL REPORTS	
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2.	Business Reports Design and Layout 20 - 40 pages	Annually
	BROCHURES	
3.	Brochures/Flyers (Tri-Folds, Bi-Folds)	Quarterly
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